



## AGENDA

### Regular Meeting Tuesday, April 10, 2012 – 3:00 p.m. Board Room – District Office

AGENDA POSTED: April 5, 2012 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: \_\_\_\_\_ Time: \_\_\_\_\_

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson	Charles Darrington	_____	_____
Vice-Chairperson	Speed Castillo	_____	_____
Commissioner	Audrey Cherep	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Charles Darrington, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **STUDY SESSION**

Jeff Riel, AUHSD Counsel, will be presenting a study session on the Brown Act.

5.0 **PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS**

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

Those who wish to speak to any item of concern not on the agenda, no action will be taken at this time.

6.0 **GENERAL FUNCTIONS**

**Reference**

**Action**

6.1 Approve the agenda as submitted or amended.

Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

6.2 Approve minutes of regular meeting of March 13, 2012.

**Exhibit A**

Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

Communication

No Action Required

7.0 **SELECTION PROCESS**

7.1 List of Current Recruitments (Test Plan)

**Exhibit B**

No Action Required

7.2 Certification/Ratification of Eligibility Lists

**Exhibit C**

Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

7.2.1 Athletic Facilities Worker I

7.2.2 Auditorium Operations Assistant



## AGENDA

**Regular Meeting**  
**Tuesday, April 10, 2012 – 3:00 p.m.**  
**Board Room – District Office**

7.2.3 Food Service Assistant III

7.3 Termination of Eligibility Lists

7.3.1 Instructional Assistant Behavioral Support

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

### 7.0 OTHER

7.1 Unfinished Business

No Action Required

7.2 Commissioner's Comments

No Action Required

### 8.0 NEXT REGULAR MEETING

Date: **Tuesday, May 8, 2012**  
Time: 4:15 p.m.  
Location: Board Room

10.0 **ADJOURNMENT:** \_\_\_\_\_ p.m.

**The Personnel Commission**  
**Anaheim Union High School District**  
 501 Crescent Way • Post Office Box 3520  
 Anaheim • California 92803•3544



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## **MINUTES**

**Regular Meeting**  
**Tuesday, March 13, 2012 – 4:15 p.m.**  
**Board Room – District Office**

### **1.0 CALL TO ORDER**

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Chairperson Chuck Darrington at 4:15 p.m.

### **2.0 ROLL CALL**

Present: Chuck Darrington, Chairperson; Speed Castillo, Vice-Chairperson; Audrey Cherep, Commissioner and Victoria Wintering, Ph.D., Executive Director.

### **3.0 PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Chuck Darrington, led the Pledge of Allegiance to the Flag of the United States of America.

### **4.0 PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS**

None

### **5.0 GENERAL FUNCTIONS**

5.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as submitted.

5.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of February 14, 2012.

### **6.0 SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

### **7.0 CLASSIFICATION AND SALARY**

7.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved to abolish the job classification of Athletic Facilities Worker II at salary range AFSM/52.

7.2 & 7.3 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved to abolish the job classification of Computer Operator at salary range CSEA/59 and the job classification of Senior Computer Operator at salary range CSEA/63.

### **8.0 OTHER**



## **MINUTES**

**Regular Meeting**  
**Tuesday, March 13, 2012 – 4:15 p.m.**  
**Board Room – District Office**

- 8.1 No unfinished business at this time.
- 8.2 Ms. Cherep inquired regarding the length of personnel commission hearing HR-2009-10-07. It was verified that there were currently 5 additional days scheduled.

Mr. Darrington led a moment of silence to remember Trustee Jan Harp Domene.

### **9.0 NEXT REGULAR MEETING**

Date: **Tuesday, April 10, 2012**  
Time: 4:15 p.m.  
Location Board Room

### **10.0 ADJOURNMENT**

The Personnel Commission adjourned the meeting at 4:26 p.m.

\_\_\_\_\_  
Charles Darrington, Chairperson

Personnel Commission  
2011-2012  
CURRENT TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Perf Test	Oral/Perf Test	Bilingual Certification	List Established	Bus. Days from Closing	Recruiter
Substitute Bus Driver (Continuous)	6/13/2011	2/9/2012	158	Open	None	None	On hold			N/A			VK
Warehouse Worker - Nutritional Services (Promotional)	10/5/2011	10/26/2011	15	Promo	None	None	4/13/2012			N/A			VK
Warehouse Worker - Nutritional Services (Open)	2/28/2012	3/20/2012	15	Open	None	None	2/22/2012	N/A	3/20/2012	N/A	4/10/2012	33	VK
Athletic Facility Worker I (Promotional)	1/10/2012	1/31/2012	15	Promo	None	None	3/13/2012	N/A	N/A	N/A	4/10/2012	21	VK
Auditorium Operations Assistant (Substitute)	1/10/2012	2/9/2012	21	Open	None	None	3/1/2012	N/A	3/14/2012	N/A	4/10/2012	19	ME
Food Service Assistant III	1/25/2012	2/15/2012	15	Promo	None	None	03/05/2012,03/06/2012			N/A			LP
Instructional Assistant - Behavioral Support	1/10/2012	1/31/2012	15	Open	None	None	3/30/2012		TBD	N/A			LP
Food Service Assistant I	2/27/2012	3/16/2012	15	Open	None	None	4/17/2012			N/A			VK
Secretary Attendance/Bilingual	3/1/2012	3/21/2012	15	Promo	None	None							



**ANAHEIM UNION HIGH SCHOOL DISTRICT**

*Learning With Purpose: College and Career Ready*

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2012VK – ATH WKR I

POSITION: ATHLETIC FACILITIES WORKER I – PROMOTIONAL ONLY

DATE ADVERTISED: 01/10/12 – 01/31/12

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	104
NUMBER OF APPLICANTS ADMITTED TO EXAM	22
<b>DATE OF WRITTEN EXAM: 02/22/2012</b>	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	11
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	11
<b>DATE OF ORAL EXAM: 03/20/12</b>	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	10
NUMBER OF APPLICANTS PASSING ORAL EXAM	10
<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>10</b>

**PANEL MEMBERS:**

MITCH BANALES, ATHLETIC FACILITIES MANAGER, LOS ALAMITOS USD  
 DWIGHT BAUMANN, SCHOOL OPERATIONS MANAGER, WALNUT VALLEY USD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: April 10, 2012

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2012VK - AUD OP ASST

POSITION: AUDITORIUM OPERATIONS ASSISTANT - OPEN

DATE ADVERTISED: 1/11/12 - 2/9/12

**NUMBER OF APPLICATIONS RECEIVED:** 66  
NUMBER OF APPLICANTS ADMITTED TO EXAM 27

**DATE OF WRITTEN EXAM: 3/13/2012**  
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 16  
NUMBER OF APPLICANTS PASSING WRITTEN EXAM 8

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>8</b>
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VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: APRIL 10, 2012

EXTENDED:

EXPIRED:



**ANAHEIM UNION HIGH SCHOOL DISTRICT**

*Learning With Purpose: College and Career Ready*

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64F05-2012

POSITION: FOOD SERVICE ASSISTANT III – PROMOTIONAL ONLY

DATE ADVERTISED: 01/25/12 – 02/15/12

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**NUMBER OF APPLICATIONS RECEIVED:** 65

NUMBER OF APPLICANTS ADMITTED TO EXAM 26

**DATE OF WRITTEN EXAM: 03/01/2012**

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 21

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 18

**DATE OF ORAL EXAM: 03/27/12**

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 18

NUMBER OF APPLICANTS PASSING ORAL EXAM 11

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>11</b>
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**PANEL MEMBERS:**

SUZANNE BROWN, SENIOR OFFICE ASSISTANT FOOD SERVICES, FOUNTAIN VALLEY SD

TODD HATFIELD, ACCOUNTING SUPERVISOR FOOD SERVICES, NEWPORT-MESA USD

CHARMANE WILLIAMS, NUTRITION SERVICES SUPERVISOR II, IRVINE USD

SUZY SAYRE, DIRECTOR OF FOOD SERVICES, EL MONTE UNION HSD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: April 10, 2012

EXTENDED:

EXPIRED: